

Wisconsin Medicaid
Personal Care Agency Packet

Wisconsin
Department of
Health and Family Services



Jim Doyle
Governor

Helene Nelson
Secretary

State of Wisconsin

Department of Health and Family Services

DIVISION OF HEALTH CARE FINANCING

1 WEST WILSON STREET
P O BOX 309
MADISON WI 53701-0309

Telephone: 608-266-8922
FAX: 608-266-1096
TTY: 608-261-7798
www.dhfs.state.wi.us

Dear Medicaid Provider Applicant:

Thank you for applying for certification with the Wisconsin Medicaid program. Once you are a Medicaid provider, you will play a significant part in improving the health of low-income people in your community.

Enclosed are the certification materials you requested. Please review these materials carefully. These materials must be completed and processed before you may become a certified provider for the Wisconsin Medicaid program and begin receiving payments.

Upon certification as a Wisconsin Medicaid provider, you will receive the All Provider Handbook containing general instructions for all providers. In addition, you will also receive publications relating to the specific services you will be providing. These publications will identify the services covered by the Medicaid program and will describe Medicaid billing procedures. After reading those materials, if you have additional questions, we encourage you to use provider services. These services include both telephone and on-site assistance. If you are interested in using these services, please contact the Provider Services Unit addresses and telephone numbers listed in the All Provider Handbook.

We realize that all providers appreciate prompt payments, so we encourage providers with computers to submit claims electronically. This method reduces clerical errors and decreases turn around time. If you are interested in electronic submission of claims and would like more information, including the free software, please contact (608) 221-4746. Information is included in your certification materials regarding electronic submission of claims.

Thank you, again, for your interest in becoming a certified Wisconsin Medicaid provider and for the important services that you will provide to Medicaid recipients. If you have any questions about enclosed materials, please contact the Wisconsin Medicaid Correspondence Unit at (608) 221-9883 or toll-free at 1-800-947-9627.

Sincerely,

A handwritten signature in cursive script that reads "Peggy B. Handrich".

Peggy B. Handrich
Associate Administrator

PBH:mhy
MA11065.KZ/PERM

Enclosure

Wisconsin Medicaid Checklist for Certification

The items listed below are included in your certification application. Please use this form to check that you received the materials and verify which materials you returned. Please copy all documents for your records before sending them to the fiscal agent. Keep this checklist for your records. Mail your completed application to:

Provider Maintenance
6406 Bridge Road
Madison, WI 53784-0006

The required items must be completed and returned to Wisconsin Medicaid:

	Item	Required	Optional	Date Sent
1.	Provider Application	X		
2.	Provider Agreement (2 copies)	X		
3.	Provider Affidavit	X		
4.	Plan of Operation	X		
5.	Grievance Mechanism	X		
6.	Recipients Choice of Personal Care Worker	X		

These items are included for your information. Do not return them:

	Item
1.	General Information
2.	Certification Requirements
3.	Terms of Reimbursement
4.	Electronic Billing Information

Wisconsin Medicaid Program General Certification Information

Enclosed is the certification application you requested to be a Wisconsin Medicaid provider. Your certification for Wisconsin Medicaid can be approved when you send a **correctly completed application** to the address below and meet all certification requirements for your provider type. **Wisconsin Medicaid cannot reimburse any services you provide prior to your approved certification effective date.** Please carefully read the attached materials.

Where to Reach Us

If you have questions about the certification process, please call the Wisconsin Medicaid Correspondence Unit for Policy/Billing Information at (608) 221-9883 or toll-free at 1-800-947-9627.

Copy all application documents for your records. Send your completed certification materials to:

Wisconsin Medicaid
Provider Maintenance
6406 Bridge Road
Madison, WI 53784-0006

Certification Effective Date

Wisconsin Medicaid regulations are followed when assigning your initial effective date as described here:

1. The date you notify Wisconsin Medicaid of your intent to provide services is the earliest effective date possible and will be your initial effective date **if**:
 - You meet all applicable licensure, certification, authorization, or other credential requirements as a prerequisite for Medicaid on the date of notification. Do not hold your application for pending licensure, Medicare, or other required certification. Wisconsin Medicaid will keep your original application on file. Send Wisconsin Medicaid proof of eligibility documents immediately once available for continued processing.
 - Wisconsin Medicaid receives your **properly completed certification** application within 30 days of the date the application was mailed to you.
2. If Wisconsin Medicaid receives your application more than 30 days after it was mailed to you, your initial effective date will be the date Wisconsin Medicaid receives your correctly completed application.
3. If Wisconsin Medicaid receives your incomplete or unclear application within the 30-day deadline, you will be granted one 30-day extension. Wisconsin Medicaid must receive your response to Wisconsin Medicaid's request for additional information within 30 days from the date on the letter requesting the missing information or item(s). This extension may allow you additional time to obtain proof of eligibility (such as license verifications, transcripts, other certification, etc.)

4. If you don't send complete information within the original 30-day deadline or 30-day extension, your initial effective date will be based on the date Wisconsin Medicaid receives your complete and accurate application materials.

Notification of Certification Decision

Within 60 days after Wisconsin Medicaid receives your completed application, you will be notified of the status of your certification. If Wisconsin Medicaid needs to verify your licensure or credentials, it may take longer. You will be notified as soon as Wisconsin Medicaid completes the verification process.

If you are certified to provide Medicaid services, you will receive written notice of your approval, including your Wisconsin Medicaid provider number and certification effective date.

Notification of Changes

Your certification in Wisconsin Medicaid is maintained only if your certification information on file at Wisconsin Medicaid is current. You must inform Wisconsin Medicaid in advance of any changes such as licensure, certification, group affiliation, corporate name, ownership, and physical or payee address. **Send your written notice to Wisconsin Medicaid Provider Maintenance.** This notice must state when these changes take effect. Include your provider number(s) and signature. Do not write your notice or change on claims or prior authorization requests.

Failure to notify Wisconsin Medicaid of these types of changes may result in:

- Incorrect reimbursement.
- Misdirected payment.
- Claim denial.
- Suspension of payments in the event provider mail is returned to Wisconsin Medicaid for lack of current address.

Provider Agreement Form

Your agreement to provide Medicaid services must be signed by you and the Wisconsin Department of Health and Family Services. This agreement states that both parties agree to abide by Wisconsin Medicaid's rules and regulations.

The agreement is valid for a maximum of one year. All Provider Agreements expire annually on March 31. The Department of Health and Family Services may renew or extend the Provider Agreement at that time.

You cannot transfer, assign, or change the Provider Agreement.

The application includes two copies of the Provider Agreement. Complete, sign, and return both copies. Type or clearly print your name as the applicant's name both on the line on page 1 and on the appropriate line on the last page of the agreement. You must use the same provider name on the application forms and Provider Agreement. When the certification process is complete, you will receive one copy of your processed and signed Provider Agreement. The other copy will be kept in your Wisconsin Medicaid file.

Terms of Reimbursement (TOR)

The TOR explains current reimbursement methodologies applicable to your particular provider type. It is referenced by, and incorporated within, the provider agreement. Keep the TOR for your files.

Certification Requirements

The Wisconsin Administrative Code contains requirements that providers must meet in order to be certified for Wisconsin Medicaid. The code and any special certification materials applicable to your provider type are included as certification requirements.

Publications

Along with your notice, Wisconsin Medicaid will send one copy of all applicable provider publications. The publications include program policies, procedures, and resources you can contact if you have questions.

Many clinics and groups have requested to receive only a few copies of each publication, rather than a personal copy for each Medicaid-certified individual provider in the clinic or group. If you are an individual provider who is a member of a Medicaid-certified clinic or group, you may reassign your copy to your clinic or group office. Please decide if you wish to receive your personal copy of Medicaid publications or if it is sufficient for your Medicaid-certified clinic or group office to receive copies.

If you do not wish to receive personal copies of Medicaid publications, please complete the attached “Deletion from Publications Mailing List Form.” If you wish to have your copy of publications reassigned to your clinic or group, also complete the “Additional Publications Request Form.”

Personal Care Provider Certification Criteria

Per section HFS 105.17, Wisconsin Administrative Code

HFS 105.17 Personal care providers. (1) REQUIREMENTS. For Medicaid certification, a personal care provider shall be a home health agency licensed under s. 50.49, Stats., and ch. HFS 133, a county department established under s. 46.215, 46.22 or 46.23, Stats., a county department established under s. 51.42 or 51.437, Stats., which has the lead responsibility in the county for administering the community options program under s. 46.27, Stats., or an independent living center as defined in s. 46.96 (1) (ah), Stats. A certified provider shall:

- (a) Possess the capacity to enter into a legally binding contract;
- (b) Present a proposal to the department to provide personal care services that:
 - 1. Documents cost-effective provision of services;
 - 2. Documents a quality assurance mechanism and quality assurance activities;
 - 3. Demonstrates that employees possess knowledge of and training and experience with special needs, including independent living needs, of the recipient group or groups receiving services;
- (c) Document adequate resources to maintain a cash flow sufficient to cover operating expenses for 60 days;
- (d) Document a financial accounting system that complies with generally accepted accounting principles;
- (e) Maintain the records identified in sub. (4);
- (f) Document a system of personnel management if more than one personal care worker is employed;
- (g) Maintain the following records for each recipient:
 - 1. The nursing assessment, physician prescription, plan of care, personal care worker's assignment and record of all assignments, and record of registered nurse supervisory visits;
 - 2. The record of all visits by the personal care worker, including observations and assigned activities completed and not completed; and
 - 3. A copy of written agreements between the personal care provider and RN supervisor, if applicable;

- (h) Employ or contract with personal care workers to provide personal care services;
 - (i) Employ trained workers as described under sub. (3), or train or arrange and pay for training of employed or subcontracted personal care workers as necessary;
 - (j) Employ or contract with at least one registered nurse;
 - (k) Supervise the provision of personal care services;
 - (l) Ensure that qualifications and requirements of the registered nurse supervisor and personal care worker under subs. (2) and (3) are met or are being met;
 - (m) Bill the medical assistance program for personal care services, for registered nurse supervisory visits and for disposable medical supplies;
 - (n) Give full consideration to a recipient's preferences for service arrangements and choice of personal care workers;
 - (o) Document a grievance mechanism to resolve recipients' complaints about personal care services, including a personal care provider's decision not to hire a recipient's choice of a personal care worker;
 - (p) Perform all functions and provide all services specified in a written personal care provider contract between the personal care provider and personal care workers under contract, and maintain a copy of that contract on file. Document performance of personal care workers under contract by maintaining time sheets of personal care workers which will document the types and duration of services provided, by funding source;
 - (q) Provide a written plan of operation describing the entire process from referral through delivery of services and follow-up;
 - (r) Provide the personal care worker with the basic materials and equipment needed to deliver personal care services;
 - (s) Cooperate with other health and social service agencies in the area and with interested community referral groups to avoid duplication of services and to provide coordination of personal care services to recipients; and
 - (t) Evaluate each personal care worker's work performance on a periodic basis.
- (2) QUALIFICATIONS AND DUTIES OF THE REGISTERED NURSE SUPERVISOR.
- (a) Qualifications. An RN supervisor under contract with or employed by a personal care provider shall have the following qualifications:

- 1. Be licensed in Wisconsin pursuant to s. 441.06, Stats.;

2. Be a public health nurse or be currently or previously employed by a home health agency, an independent living center or a hospital rehabilitation unit; and
3. Provide documentation of experience in providing personal care services in the home.

(b) Duties. The RN supervisor shall perform the following duties:

1. Evaluate the need for service and make referrals to other services as appropriate;
2. Secure written orders from the recipient's physician. These orders are to be renewed once every 3 months unless the physician specifies that orders covering a period of time up to one year are appropriate, or when the recipient's needs change, whichever occurs first;
3. Develop a plan of care for the recipient, giving full consideration to the recipient's preferences for service arrangements and choice of personal care workers, interpret the plan to the personal care worker, include a copy of the plan in the recipient's health record, and review the plan at least every 60 days and update it as necessary;
4. Develop appropriate time and service reporting mechanisms for personal care workers and instruct the workers on their use;
5. Give the worker written instructions about the services to be performed and demonstrate to the worker how to perform the services; and
6. Evaluate the competency of the worker to perform the services.

(3) QUALIFICATIONS AND DUTIES OF PERSONAL CARE WORKERS.

(a) Qualifications. Personal care workers shall have the following qualifications:

1. Be trained in the provision of personal care services. Training shall consist of a minimum of 40 classroom hours, at least 25 of which shall be devoted to personal and restorative care, or 6 months of equivalent experience. Training shall emphasize techniques for and aspects of caring for the population served by the provider;
2. Provide documentation of required training to the personal care provider for the provider's records;
3. Be a person who is not a legally responsible relative of the recipient under s. 49.90 (1), Stats.; and
4. Be a person who has not been convicted of a crime which directly relates to the occupation of providing personal care or other health care services.

- (b) Duties. Personal care workers shall perform the following duties:
 - 1. Perform tasks assigned by the RN supervisor;
 - 2. Report in writing to the RN supervisor on each assignment;
 - 3. Report any changes in the recipient's condition to the RN supervisor; and
 - 4. Confer as required with the RN supervisor regarding the recipient's progress.
- (4) ANNUAL REVIEW OF PERSONAL CARE PROVIDERS. The department's bureau of quality compliance shall conduct an annual on-site review of each personal care provider. Records to be reviewed include:
 - (a) Written personnel policies;
 - (b) Written job descriptions;
 - (c) A written plan of operations indicating the entire process from making referrals through delivery of services and follow-up;
 - (d) A written statement defining the scope of personal care services provided, including the population being served, service needs and service priorities;
 - (e) A written record of personal care workers' 40 hours of training;
 - (f) Workers' time sheets;
 - (g) Health care records of recipients;
 - (h) Contracts with workers and other agencies; and
 - (i) Records of supervisory visits.

Information on home health agency licensure and Medicare certification may be obtained by writing to:

Bureau of Quality Assurance
P.O. Box 2969
Madison, WI 53701-2969

Information on independent living centers may be obtained by writing to:

Bureau of Long Term Support
P.O. Box 309
Madison, WI 53701-0309

Or by calling (608) 267-9582

The county agencies which are eligible for certification are as follows: social service and human service departments, as well as those 51 boards which are COP lead or joint lead agencies, and county health departments which are licensed as home health agencies. Other 51 boards, county health departments not licensed as home health agencies, and county aging units are not eligible for certification.

Individual personal care attendants are not eligible for certification.

Reimbursement for personal care services cannot be made for services provided prior to personal care certification. Home health agencies will be notified when they are approved to provide personal care services, but will not be assigned an additional provider number for personal care. County agencies, other than home health agencies, and independent living centers will be assigned provider numbers when they are approved to provide personal care services.

All applicants to provide personal care services must complete and attach the additional forms, as well as information requested in the forms, as follows:

1. Recipient's Choice of Personal Care Worker
2. Grievance Mechanism
3. Plan of Operation
4. Personal Care Providers Affidavit



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PERSONAL CARE TERMS OF REIMBURSEMENT

The Department will establish maximum allowable fee for all covered personal care services provided by certified personal care providers to Wisconsin Medicaid program recipients eligible on the date of service. The maximum allowable fee shall be based on various factors, including a review of usual and customary charges submitted to the Wisconsin Medicaid program, the Wisconsin State Legislature's Medicaid budgetary constraints, and other relevant economic limitations. The maximum allowable fee may be adjusted to reflect reimbursement limits or limits on the availability of Federal funding as specified in Federal law.

Providers are required to bill their usual and customary charges for services provided. The usual and customary charge is the amount charged by the provider for the same service when provided to non-Medicaid patients. For providers using a sliding fee scale for specific services, the usual and customary charge is the median of the individual provider's charge for the service when provided to non-Medicaid patients.

For each covered service, the Department shall pay the lesser of a provider's usual and customary charge or the maximum allowable fees established by the Department. Wisconsin Medicaid reimbursement, less appropriate copayments and payments by other insurers, will be considered to be payment in full.

The Department will adjust payments made to providers to reflect the amounts of any allowable copayments which the providers are required to collect pursuant to Chapter 49, Wisconsin Statutes.

Payments for deductible and coinsurance payable on an assigned Medicare claim shall be made in accordance with Section 49.46(2)(c), Wisconsin Statutes.

In accordance with Federal regulations contained in 42 CFR 447.205, the Department will provide public notice in advance of the effective date of any significant proposed change in its methods and standards for setting maximum allowable fees for services.

Applicable Provider Type(s): 86

Effective Date: April 1, 1991
Renewed: August 2001

PR08170/TOR

WISCONSIN MEDICAID
PROVIDER APPLICATION
INFORMATION AND INSTRUCTIONS

Wisconsin Medicaid requires information to enable Medicaid to certify providers and to authorize and pay for medical services provided to eligible recipients.

Personally identifiable information about Medicaid providers is used for purposes directly related to Medicaid administration such as determining the certification of providers or processing provider claims for reimbursement. Failure to supply the information requested by the form may result in denial of Medicaid payment for the services.

The use of this form is voluntary. However, in order to be certified, you must complete this form and submit it to the address indicated.

INSTRUCTIONS: Type or print your information on this application. Complete all sections. If a question does not apply to your application, write "N/A" in the field. Failure to complete all sections of this application will cause delay and may cause denial of certification.

IMPORTANT NOTICE: In receiving this application from and granting Medicaid certification to the individual or other entity named below as "Provider Applicant," Wisconsin Medicaid relies on the truth of all the following statements:

1. Provider Applicant submitted this application or authorized or otherwise caused it to be submitted.
2. All information entered on this application is accurate and complete, and that if any of that information changes after this application is submitted Provider Applicant will timely notify Wisconsin Medicaid of any such change.
3. By submitting this application or causing or authorizing it to be submitted, Provider Applicant agrees to abide by all statutes, rules, and policies governing Wisconsin Medicaid.
4. Provider Applicant knows and understands the certification requirements included in the application materials for the applicable provider types.

If any of the foregoing statements are not true, Wisconsin Medicaid may terminate Provider Applicant's certification or take other action authorized under ch. HFS106, Wis. Admin. Code, or other legal authority governing Wisconsin Medicaid.

DISTRIBUTION — Submit completed form to:

Wisconsin Medicaid
Provider Maintenance
6406 Bridge Road
Madison WI 53784-0006

If you have any questions, call Provider Services at (800) 947-9627.

FOR OFFICE USE ONLY

ECN	Date Requested	Date Mailed
Provider Number	Effective Date	
Provider Type	Provider Specialty	

WISCONSIN MEDICAID PROVIDER APPLICATION

INSTRUCTIONS: Type or print clearly. Before completing this application, read Information and Instructions.

This application is for:

- ☐ Individual.
☐ Group/Clinic.
☐ Change of Ownership, effective__ __/__ __/__ __ __ __.

SECTION I — PROVIDER NAME AND PHYSICAL ADDRESS

Special Instructions

Name — Provider Applicant— Enter only one name. All applicants (e.g., individuals, groups, agencies, companies) must enter their name on this line. If your agency uses a "doing business as" (DBA), then enter your DBA name. The name entered on this line must exactly match the provider name used on all other documents for Wisconsin Medicaid.

Name — Group or Contact Person— Individual applicants employed by a group or agency should indicate their employer on this line. Applicants who are not employed by a group or agency may use this line as an additional name line or attention line to ensure proper mail delivery.

Address — Physical Work— Indicate address where services are primarily provided. Wisconsin Medicaid will send general information and correspondence to this address. Official correspondence will be sent certified. Failure to sign for official correspondence could result in decertification. It is not acceptable to use a drop box or post office box alone. Do not use a Medicaid recipient's residence or a billing service address.

Date of Birth — Individual / Social Security Number— Required for individual applicants only. Enter date as MM/DD/YYYY.

Name — Medicaid Contact Person, Telephone Numbers, and Fax Number— List the name, telephone number, and fax number of a person within your organization who can be contacted about Medicaid questions. Also list a telephone number clients can use to reach you. This telephone number must be kept current with Wisconsin Medicaid.

Medicare Part A Number and Medicare Part B Number— Required for Medicare-certified providers. Please use Medicare numbers appropriate for the same type of services as this application.

Name — Provider Applicant (Agency Name or Last, First Name, Middle Initial)

Name — Group or Contact Person

Address — Physical Work

City	State	Zip Code	County
Date of Birth— Individual	SSN	Name — Medicaid Contact Person	
Telephone Number— Medicaid Contact Person	Telephone Number— For Client Use		Fax Number
Current and/or Previous State Medicaid Provider Number			
<input type="checkbox"/> Wisconsin <input type="checkbox"/> Other			
Medicare Part A Number			Effective Date
Medicare Part B Number			Effective Date

SECTION II — ADDITIONAL INFORMATION

Special Instructions

Respond to all applicable items:

- **All applicants must complete question 1. Providers with a physical address in Minnesota, Michigan, Iowa, or Illinois** must attach a copy of their current license.
- **Physicians** must answer **question 2**.
- **Applicants who will bill for laboratory tests** must answer **question 3**. Attach a copy of their current Clinical Laboratory Improvement Amendment (CLIA) certificate.
- **All applicants certified to prescribe drugs** must answer **question 4**.
- **Individuals affiliated with a Medicaid-certified group** must answer **question 5**.

1. Individual or Agency License, Certification, or Regulation Number(s)

2. Unique Physician Identification Number (UPIN)

3. CLIA Number

4. Drug Enforcement Administration (DEA) Number

5. Medicaid Clinic/Group Number

SECTION III — PROVIDER PAYEE NAME AND PAYEE ADDRESS

Special Instructions

Name — Payee — Enter the name to whom checks are payable. Individuals reporting income to the Internal Revenue Service (IRS) under a SSN must enter the individual name recorded with the IRS for the SSN. Applicants reporting income to the IRS under an employer identification number (EIN) must enter the name exactly as it is recorded with the IRS for the EIN.

TIN — Enter the Taxpayer Identification Number (TIN) that should be used to report income to the IRS. Check whether the TIN is an EIN or SSN. The number entered must be the TIN of the payee name entered. The payee name and TIN must exactly match what is on record with the IRS.

TIN Effective Date — This is the date the TIN became effective for the provider.

Name — Group or Contact Person (Optional) — Enter an additional name (e.g., business, group, agency) that should be printed on checks and Remittance and Status (R/S) Reports (payment/denial report) to ensure proper delivery.

Address — Payee — Indicate where checks and R/S Reports should be mailed. A post office box alone may be used for this address.

Name — Payee

TIN	TIN Effective Date	<input type="checkbox"/> EIN or <input type="checkbox"/> SSN
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Name — Group or Contact Person

Address — Payee

City	County	State	Zip Code
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SECTION IV — TYPE OF CERTIFICATION

Check the provider type for this application from the list below. A separate application is required (in most cases) for each provider type for which you wish to be certified. An individual may choose only one provider type per application.

- | | |
|--|--|
| <input type="checkbox"/> Ambulance. | <input type="checkbox"/> Nurse Services (Independent Home Care): |
| <input type="checkbox"/> Ambulatory Surgery Center. | <input type="checkbox"/> Respiratory Care Services. |
| <input type="checkbox"/> Anesthesiology Assistant*. | <input type="checkbox"/> Private Duty. |
| <input type="checkbox"/> Anesthetist CRNA. | <input type="checkbox"/> Midwife. |
| <input type="checkbox"/> Audiologist. | <input type="checkbox"/> Occupational Therapy (OT). |
| <input type="checkbox"/> Audiologist/Hearing Instrument Specialist. | <input type="checkbox"/> OT Assistant*. |
| <input type="checkbox"/> Case Management. | <input type="checkbox"/> Optician. |
| <input type="checkbox"/> Chiropractor. | <input type="checkbox"/> Optometrist. |
| <input type="checkbox"/> Community Care Organization. | <input type="checkbox"/> Osteopath (See below). |
| <input type="checkbox"/> Dentist, Specialty _____. | <input type="checkbox"/> Osteopath Group/Clinic (See below). |
| <input type="checkbox"/> End Stage Renal Disease. | <input type="checkbox"/> Personal Care Agency. |
| <input type="checkbox"/> Family Planning Clinic. | <input type="checkbox"/> Pharmacy. |
| <input type="checkbox"/> HealthCheck Screener. | <input type="checkbox"/> Physical Therapy (PT). |
| <input type="checkbox"/> HealthCheck "Other" Services: | <input type="checkbox"/> PT Assistant*. |
| <input type="checkbox"/> <input type="checkbox"/> Other Eligible Services. | <input type="checkbox"/> Physician (See below). |
| <input type="checkbox"/> Hearing Instrument Specialist. | <input type="checkbox"/> Physician Assistant*. |
| <input type="checkbox"/> Home Health Agency: | <input type="checkbox"/> Physician Group/Clinic (See below). |
| <input type="checkbox"/> <input type="checkbox"/> With Personal Care. | <input type="checkbox"/> Podiatrist. |
| <input type="checkbox"/> <input type="checkbox"/> With Respiratory Care. | <input type="checkbox"/> Portable X-ray. |
| <input type="checkbox"/> Hospice. | <input type="checkbox"/> Prenatal Care Coordination (PNCC). |
| <input type="checkbox"/> Independent Lab. | <input type="checkbox"/> Rehabilitation Agency. |
| <input type="checkbox"/> Individual Medical Supply: | <input type="checkbox"/> Respiratory Therapist. |
| <input type="checkbox"/> <input type="checkbox"/> Orthodontist and/or: Prosthetist. | <input type="checkbox"/> Rural Health Clinic. |
| <input type="checkbox"/> <input type="checkbox"/> Other _____. | <input type="checkbox"/> School-Based Services. |
| <input type="checkbox"/> Medical Vendor/Durable Medical Equipment (DME). | <input type="checkbox"/> Specialized Medical Vehicle Transportation. |
| <input type="checkbox"/> Nurse Practitioner: | <input type="checkbox"/> Speech and Hearing Clinic. |
| <input type="checkbox"/> <input type="checkbox"/> Certified Nurse Midwife (masters level or equivalent). | <input type="checkbox"/> Speech and Pathology: |
| | <input type="checkbox"/> Master's Level. |
| | <input type="checkbox"/> Bachelor's Level*. |
| | <input type="checkbox"/> Therapy Group (Two therapies, i.e., OT and PT). |
| | <input type="checkbox"/> Others (Describe): _____. |

*Individuals must be supervised and cannot independently bill Wisconsin Medicaid. In most cases, the clinic must submit claims.

Osteopaths or physicians, or a group/clinic of an osteopath or physician, must indicate the specialty below (select one specialty):

- | | | |
|--|---|--|
| <input type="checkbox"/> Allergy. | <input type="checkbox"/> Internal Medicine. | <input type="checkbox"/> Pediatric Allergy. |
| <input type="checkbox"/> Anesthesiology. | <input type="checkbox"/> Manipulative Therapy. | <input type="checkbox"/> Pediatric Cardiology. |
| <input type="checkbox"/> Cardiovascular Disease. | <input type="checkbox"/> Miscellaneous. | <input type="checkbox"/> Physical Medicine and Rehab. |
| <input type="checkbox"/> Clinic. | <input type="checkbox"/> Nephrology. | <input type="checkbox"/> Plastic Surgery. |
| <input type="checkbox"/> Dermatology. | <input type="checkbox"/> Neurological Surgery. | <input type="checkbox"/> Preventive Medicine. |
| <input type="checkbox"/> Ear, Nose, Throat | <input type="checkbox"/> Neurology. | <input type="checkbox"/> Proctology. |
| <input type="checkbox"/> Otorhinolaryngology. | <input type="checkbox"/> Nuclear Medicine. | <input type="checkbox"/> Psychiatry (MDs attach a proof of completed psychiatric residency). |
| <input type="checkbox"/> Emergency Medicine. | <input type="checkbox"/> Obstetrics and Gynecology. | <input type="checkbox"/> Pulmonary Disease. |
| <input type="checkbox"/> Family Practice. | <input type="checkbox"/> Oncology and Hematology. | <input type="checkbox"/> Radiation Therapy. |
| <input type="checkbox"/> Gastroenterology. | <input type="checkbox"/> Ophthalmology. | <input type="checkbox"/> Radiology. |
| <input type="checkbox"/> General Practice. | <input type="checkbox"/> Optometry. | <input type="checkbox"/> Thoracic and Cardiovascular Surgery. |
| <input type="checkbox"/> General Surgery. | <input type="checkbox"/> Orthopedic Surgery. | <input type="checkbox"/> Urgent Care. |
| <input type="checkbox"/> Geriatrics. | <input type="checkbox"/> Pathology. | <input type="checkbox"/> Urology. |
| | <input type="checkbox"/> Pediatrics. | |
-

Required: If this application is for a group or clinic, complete the chart below by listing all individuals providing Medicaid services at the clinic.

[illegible]

SECTION VI — APPLICANT'S TYPES OF SERVICE PROVIDED AND TYPE OF BUSINESS

1. List the types of Medicaid services the applicant's agency will provide (such as dental, emergency transportation, home health, personal care, pharmacy, physician, psychiatric counseling, respiratory care services, etc.).

-
-
-
-
-
-
-
-
2. Applicant's type of business (check appropriate box):

- ☐ Individual.
- ☐ Sole Proprietor:
County and state where registered _____.
- ☐ Corporation for Nonprofit.
- ☐ Limited Liability.
- ☐ Corporation for Profit.
State of registration _____
- Names of corporate officers _____

- ☐ Partnership.
State of registration _____.

Names of all partners and SSNs (use additional sheet if needed):

Name _____ SSN _____

Name _____ SSN _____

Governmental (check one):

- ☐ County.
- ☐ State.
- ☐ Municipality (city, town, village).
- ☐ Tribal.
- ☐ Other, specify _____.

Definitions for Sections VII-IX

Controlling interest — Controlling interest includes, but is not limited to, those enumerated; that is, all owners, creditors, controlling officers, administrators, mortgage holders, employees or stockholders with holdings of 10% or greater of outstanding stock, or holders of any other such position or relationship who may have a bearing on the operation or administration of a medical services-related business.

SECTION VII — TERMINATION / CONVICTION / SANCTION INFORMATION

Has the applicant, any employee of the applicant, any person in whom the applicant has a controlling interest, or any person having a controlling interest in the applicant been terminated from or convicted of a crime related to a federal or state program?

☐ **Yes** ☐ **No**

If yes, please explain:

SECTION VIII — CONTROLLING INTEREST IN OTHER HEALTH CARE PROVIDERS

Copy this page and complete as needed.

Does the applicant have a controlling interest in any vendors of special service categories such as, but not limited to, drugs/pharmacy, medical supplies/durable medical equipment, transportation, visiting nurse and/or home health agency, providers of any type of therapy?

- ☐ **Yes.** Identify each health care provider the applicant has a controlling interest or ownership in, supply the information, and describe the type and percentage of controlling interest or ownership (e.g., 5% owner, 50% partner, administrator).
☐ **No.** Go to Section IX.

Name

Medical Provider Number(s)

SSN/EIN

Address

City

State

Zip Code

County

Telephone Number— Business

Telephone Number— Home

Type and percentage of controlling interest or ownership

Are all of the services provided by the applicant and any special service vendors in which the applicant has a controlling interest billed under a single provider number?

- ☐ **Yes.** Enter the number: _____.
☐ **No.**

SECTION IX — CONTROLLING INTEREST OTHERS (INDIVIDUAL AND / OR ENTITY) HAVE IN THE APPLICANT

Copy this page and complete as needed.

Does any person and/or entity have a controlling interest in any of the Medicaid services the applicant provides? ☒ Yes ☐ No

If yes, list the names and addresses of all persons and/or entities with a controlling interest in the applicant.

Name — Individual or Entity			
Address			
City		State	Zip Code
			County
Telephone Number— Business	Telephone Number— Home		Type and percentage of controlling interest or ownership
SSN or IRS Tax Number		Provider Number, if applicable	

Jim Doyle
Governor

Helene Nelson
Secretary



State of Wisconsin

Department of Health and Family Services

DIVISION OF HEALTH CARE FINANCING

1 WEST WILSON STREET
P O BOX 309
MADISON WI 53701-0309

Telephone: 608-266-8922
FAX: 608-266-1096
TTY: 608-261-7798
www.dhfs.state.wi.us

**WISCONSIN MEDICAID PROGRAM
PERSONAL CARE PROVIDERS AFFIDAVIT**

I, _____ hereby affirm that
(Name of Authorized Agent)
_____ meet the following requirements:
(Name of Personal Care Provider)

1. _____ has a cash flow sufficient to cover operating
(Name of Personal Care Provider)
expenses for 60 days, independent of Wisconsin Medicaid Program reimbursement, as required by s. HFS 105.17(1)(c), Wis. Admin. Code, and uses a financial accounting system that complies with generally accepted accounting principles, as required by s. HFS 105.17(1)(d), Wis. Admin. Code.
2. _____ provides personal care services in a cost effective
(Name of Personal Care Provider)
manner, has a documented quality assurance mechanism and quality assurance activities; and affirms that employees possess knowledge of, training and experience with special needs, including independent living needs of the Wisconsin Medicaid Program recipient groups receiving services, as required by s. HFS 105.17(1)(b)(1), (2) and (3).
3. _____ has a documented system of personnel
(Name of Personal Care Provider)
management if more than one personal care worker is employed, as required by s. HFS 105.17(1)(f), Wis. Admin. Code.
4. _____ performs all functions and provides all services
(Name of Personal Care Provider)
specified in a written personal care provider contract between the personal care provider and personal care workers under contract, and maintains a copy of that contract on file, and documents the performance of personal care workers under contract by maintaining timesheets of personal care workers which will document the types and duration of services provided by funding source, as required by s. HFS 105.17(1)(p), Wis. Admin. Code.

"The Wisconsin Medicaid program requires information to enable the Medicaid program to certify providers and to authorize pay for medical services provided to eligible recipients.

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Jim Doyle
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Signed this _____ day of _____, 20____

By: _____
(Name of Authorized Agent)

Jim Doyle
Governor

Helene Nelson
Secretary



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**PERSONAL CARE PROVIDERS
PLAN OF OPERATION**

Provider Name: _____

Name of Person Filling out Form: _____

Title: _____

Please indicate on this form (and attach additional pages as necessary) the plan of operation established by your agency as per s. HFS 105.17(1)(q), Wis. Admin. Code.

Please indicate at a minimum an explanation of the following components of your plan of operation:

1. How clients are typically referred to you.
2. How you supervise and schedule your personal care employees, and how the performance of these employees is evaluated.
3. How you evaluate and re-evaluate recipient needs.
4. How you as the personal care provider coordinate with and refer to other health and family services agencies serving the same recipient.

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PERSONAL CARE PROVIDERS GRIEVANCE MECHANISM

Provider Name: _____

Name of Person Filling out Form: _____

Title: _____

Please indicate on this form (and attach additional pages as necessary) the grievance mechanism established by your agency to resolve recipient's complaints about personal care services, as per s. HFS 105.17(1)(o), Wis. Admin. Code.

Please include at a minimum an explanation of the following components of your grievance system:

1. The types of complaints accepted by your agency.
2. How complaints are received by your agency.
3. Which position(s) or person(s) in your agency accept and process such complaints.
4. The types and levels of appeals available to recipients using your agency.
5. The system established by your agency for tracking complaints.
6. The time limitations set for a response to the complainant.
7. The system by which your agency acts upon recommendations following the complaint.
8. The measures taken to ensure the confidentiality of the complainant, including the protection of the complainant against any retribution during and following the complaint investigation.

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**PERSONAL CARE PROVIDERS
RECIPIENT'S CHOICE OF PERSONAL CARE WORKER**

Provider Name: _____

Name of Person Filling out Form: _____

Title: _____

Please indicate on this form (and attach additional pages as necessary) how your agency shall give full consideration to a recipient's preferences for service arrangements and choice of personal care worker(s), as per s. HFS 105.17(1)(n), Wis. Admin. Code.

Please include at a minimum an explanation of the following situations regarding the recipient's choice of a personal care worker:

1. Indicate how you would honor the preference of a recipient choosing a personal care worker not currently employed by your agency.
2. Indicate how you would honor the preference of a recipient who expresses a dislike for his/her current personal care worker and would like a different worker to provide services.
3. Indicate how you would honor the preference of a recipient, who, while he/she does not dislike his/her current personal care worker, has a favorite personal care worker on your staff whom he/she would prefer.

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DOH 1111A (Rev. 9.97)
DHFS/HEALTH
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State of Wisconsin

Department of Health and Family Services

DEPARTMENT OF HEALTH AND FAMILY SERVICES WISCONSIN MEDICAID PROGRAM PROVIDER AGREEMENT

(Standard: for individual and most clinic/group/agency providers)

The State of Wisconsin, Department of Health and Family Services, hereinafter referred to as the Department, hereby enters into an agreement with **(fill in name here)**

Provider Name:

_____,
(Provider's Name and Number (if assigned). Name must exactly match the name used on all other documents)
a provider of health care services, hereinafter referred to as the Provider, to provide services under Wisconsin's Medicaid Program, subject to the following terms and conditions:

1. The Provider shall comply with all federal laws, including laws relating to Title XIX of the Social Security Act, State laws pertinent to Wisconsin's Medicaid Program, official written policy as transmitted to the Provider in the Wisconsin Medicaid Program Handbooks and all other publications, the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Department of Health and Family Services Standards for Equal Opportunity in Service Delivery, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Wisconsin Fair Employment Law, as are now in effect or as may later be amended.
2. The Department shall reimburse the Provider for services and items properly provided under the program in accordance with the "Terms of Reimbursement," as are now in effect or as may later be amended.
3. In accordance with 42 CFR s. 431.107 of the federal Medicaid regulations, the Provider agrees to keep any records necessary to disclose the extent of services provided to recipients, upon request, and to furnish to the Department, the Secretary of the federal Department of Health and Human Services, or the state Medicaid Fraud Control Unit, any information regarding services provided and payments claimed by the Provider for furnishing services under the Wisconsin Medicaid Program.
4. The Provider agrees to comply with the disclosure requirements of 42 CFR Part 455, Subpart B, as now in effect or as may be amended. The Provider shall furnish to the Department in writing:

- (a) the names and addresses of all vendors of drugs, medical supplies or transportation, or other providers in which it has a controlling interest or ownership;
 - (b) the names and addresses of all persons who have a controlling interest in the Provider;
 - (c) whether any of the persons named in compliance with (a) and (b) above are related to another as spouse, parent, child, or sibling;
 - (d) the names, addresses, and any significant business transactions between the Provider and any subcontractor;
 - (e) the identity of any person who has been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid or Title 20 services programs since the inception of those programs.
5. The Provider hereby affirms that it and each person employed by it for the purpose of providing services holds all licenses or similar entitlements as specified in HFS 101 to 108, Wisconsin Administrative Code, and required by federal or state statute, regulation, or rule for the provision of the service.
6. The Provider consents to the use of statistical sampling and extrapolation as the means to determine the amounts owed by the Provider to the Wisconsin Medicaid Program as a result of an investigation or audit conducted by the Department, the Department of Justice Medicaid Fraud Control Unit, the federal Department of Health and Human Services, the Federal Bureau of Investigation, or an authorized agent of any of these.
7. Unless earlier terminated as provided in paragraph 8 below, this agreement shall remain in full force and effect for a maximum of one year, with the agreement expiring annually on March 31. Renewal shall be governed by s. HFS 105.02(8), Wisconsin Administrative Code.
8. This agreement may be terminated as follows:
- (a) By the Provider as provided at s. HFS 106.05, Wisconsin Administrative Code.
 - (b) By the Department upon grounds set forth at s. HFS 106.06, Wisconsin Administrative Code.

“The Wisconsin Medicaid program requires information to enable the Medicaid program to certify providers and to authorize pay for medical services provided to eligible recipients.

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SIGNATURES FOLLOW ON PAGE 3

ALL THREE PAGES OF THIS PROVIDER AGREEMENT MUST BE RETURNED TOGETHER.

Name of Provider (Typed or Printed)

Physical Street Address

City State Zip

TITLE: _____

BY: _____
Signature of Provider

DATE: _____

(For Department Use Only)

STATE OF WISCONSIN DEPARTMENT
OF HEALTH AND FAMILY SERVICES

BY: _____

DATE: _____

**MODIFICATIONS TO THIS AGREEMENT CANNOT AND WILL NOT BE AGREED TO.
THIS AGREEMENT IS NOT TRANSFERABLE OR ASSIGNABLE.**

**PRINT CLEARLY, THIS IS YOUR MAILING LABEL. For recertification (renewals)
ONLY.** Fill in the address below **IF** the processed Provider Agreement should be sent to a different
address than the physical street address above.



Jim Doyle
Governor

Helene Nelson
Secretary

DOH 1111A (Rev. 9.97)
DHFS/HEALTH
Wis. Adm. Code HSS 105.01

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Department of Health and Family Services

DEPARTMENT OF HEALTH AND FAMILY SERVICES WISCONSIN MEDICAID PROGRAM PROVIDER AGREEMENT

(Standard: for individual and most clinic/group/agency providers)

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1. The Provider shall comply with all federal laws, including laws relating to Title XIX of the Social Security Act, State laws pertinent to Wisconsin's Medicaid Program, official written policy as transmitted to the Provider in the Wisconsin Medicaid Program Handbooks and all other publications, the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Age Discrimination Act of 1975, the Department of Health and Family Services Standards for Equal Opportunity in Service Delivery, section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the Wisconsin Fair Employment Law, as are now in effect or as may later be amended.
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 - (c) whether any of the persons named in compliance with (a) and (b) above are related to another as spouse, parent, child, or sibling;
 - (d) the names, addresses, and any significant business transactions between the Provider and any subcontractor;
 - (e) the identity of any person who has been convicted of a criminal offense related to that person's involvement in any program under Medicare, Medicaid or Title 20 services programs since the inception of those programs.
5. The Provider hereby affirms that it and each person employed by it for the purpose of providing services holds all licenses or similar entitlements as specified in HFS 101 to 108, Wisconsin Administrative Code, and required by federal or state statute, regulation, or rule for the provision of the service.
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Physical Street Address

City State Zip

TITLE: _____

BY: _____
Signature of Provider

DATE: _____

(For Department Use Only)

STATE OF WISCONSIN DEPARTMENT
OF HEALTH AND FAMILY SERVICES

BY: _____

DATE: _____

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WISCONSIN MEDICAID ELECTRONIC BILLING GENERAL INFORMATION

Wisconsin Medicaid has several electronic billing options available for trading partners to submit electronic claims. HIPAA compliant Software is available at no cost for submitting claims to Wisconsin Medicaid except for retail pharmacy services. For further information, or to order free software refer to:
<http://www.dhfs.state.wi.us/medicaid9/pes/pes.htm> or contact the Provider Services at 1-800-947-9627 or the EDI Department at 608-221-9036.

ELECTRONIC METHODS FOR SUBMITTING MEDICAID CLAIMS

- Provider Electronic Solutions (PES) – Wisconsin Medicaid HIPAA Compliant Free Software
 - 837 Institutional
 - 837 Professional
 - 837 Dental
 - 997 Functional Acknowledgement
 - 835 Health Care Payment Advice
- Cartridge - Providers with the capability to create their claim information on 3480, 3490 or 3490E cartridge can submit those tapes to Wisconsin Medicaid in the HIPAA compliant formats.
- RAS/Internet – Allows providers to send their data files to Wisconsin Medicaid using a direct RAS connection or Web Browser.
- Third Party Biller – Providers have the option of purchasing a billing system or contracting with a Third Party Biller, to submit their claims.